

# **J O B   O P P O R T U N I T Y**

**California Department of Veterans Affairs  
"Veterans First"**

**Veterans Home of California, Yountville**

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**CLASSIFICATION:**            Cook Specialist II (2184)  
                                      Full – Time, Permanent  
                                      \$2485.00 - \$3021.00

**LOCATION:**                     Dietary & Food Services

**FINAL FILE:**                 Continuous

**DUTIES & RESPONSIBILITIES:**

Under the supervision of the Supervising Cook I, the Cook Specialist II prepares, cooks and dispenses food for the residents and employees of a State facility. The Cook Specialist II cares for culinary equipment, supplies and work areas. Working with employees and helpers from the residential population. The predominant duties for this position include, but are not limited to:

- ✓ Prepares, cooks and dispenses food for breakfast, dinner and supper. Serves meals on the line for Main Dining Room Cafeteria as needed.
- ✓ Follows cooks work assignment schedule provided by the Supervising Cook I/II.
- ✓ Cooks a variety of foods, following standardized recipes and methods of preparation. Check food items for color, appearance and taste to insure that food quality is of the highest standard. Participates in testing new recipes for menu adaptation.
- ✓ Portions food for Hospital Kitchen and MDR Cafeteria in correct amounts per meal orders.
- ✓ Reads and follows posted menus for regular and modified therapeutic diets. Maintains progressive cooking of all food items for MDR and Hospital Kitchen.
- ✓ Cleans and maintains culinary utensils, equipment and work areas. Follows daily cleaning schedule.
- ✓ Reports repair and maintenance needs and unsafe conditions to the Supervisor. Reports any incident occurring in the department immediately to the Supervisor.
- ✓ Instructs and oversees Cook Specialist I and Kitchen Helpers in food preparations; reports on work progress to the Supervisor.
- ✓ In the absence of the Supervising Cook I, acts as the lead person, and assumes responsibilities of the Supervisor.
- ✓ Attends group meetings as scheduled and receives instructions from the Assistant Director of Dietetics (Production) and Supervising Cook I/II.
- ✓ Attends in-service training as necessary.
- ✓ Receives food items during absence of Stock Clerk/Material Stores Specialist/Supervising Cook I.
- ✓ Plan work schedule in absence of Supervising Cook I as needed.
- ✓ Other duties as related.

**WHO MAY APPLY:**

Applications will be accepted from individuals with permanent State Service in the class of Cook Specialist II, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

**HOW TO APPLY:**

Candidates should submit a State Application (Std. 678) and resume to:

VETERANS HOME OF CA – YOUNTVILLE  
HUMAN RESOURCES – TESTING UNIT  
110 CALIFORNIA DRIVE  
YOUNTVILLE, CA 94599-1414

INQUIRIES:  
VOICE: (707) 944-4550  
TDD: (707) 944-4560  
[www.cdva.ca.gov](http://www.cdva.ca.gov)  
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